

Director of IT
Office of the Circuit Executive
Career Opportunity



U.S. Court of
Appeals for the
Fourth Circuit

WEBSITE
ca4.uscourts.gov

PHONE
804-916-2184

Where **INTEGRITY**, **COLLABORATION**,
COLLEGIALLY, & exceptional
CUSTOMER SERVICE are our values.

- **Announcement #:** ITD-2023
- **Location:** Richmond, VA with opportunity to telework. * See Conditions of Employment.
- **Appointment:** Career / Full time
- **Schedule:** Flexible
- **Closing Date:** July 23, 2023.

BENEFITS

- **Vacation, Sick Leave, and Holidays.**
- **Health, Dental, Vision, Life, and Long-Term Care** insurance are available.
- **Thrift Savings Plan** (like a 401(k) plan).
- **Retirement** (FERS).
- **Flexible Spending Accounts** for health care, dependent care, and commuter expenses.
- **Mass Transit Subsidy** (location and budget dependent).
- The Court is a qualifying employer for **Public Service Loan Forgiveness**.

PAY RANGE

Pay range is based on the Rest of the US pay table and could be higher depending on the location of the duty station.

\$109,508 – \$178,010 (CL-31).

Step within the range depends on experience and qualifications.

ABOUT THE JOB

The Director of IT is a senior-level position that manages voice and information systems/technology resources. The incumbent is responsible for overseeing short- and long-range planning and technical projects as well as managing the daily operations of the department. The incumbent reports to the Deputy Circuit Executive but operates in a shared-services environment providing guidance and support to the entire Circuit. The incumbent regularly interacts with judges, court unit executives, and court personnel to determine IT needs, recommend and implement viable solutions, and maintain collaborative relationships. The Director of IT may also at times be involved in projects at the national level.

WHAT WE ARE LOOKING FOR

The ideal candidate is a strong leader with a passion for innovation and continual improvement, a vision for delivering outstanding technical services and solutions to our constituents, and one who communicates well both orally and in writing. The candidate will also have a passion for encouraging and supporting the growth and development of the people they lead.

OVERVIEW OF RESPONSIBILITIES

- Oversee the integration of office and courtroom technology for the Court of Appeals and throughout the Circuit as needed.
- Regularly consult with judges, court unit executives, and court staff to evaluate technology needs and research, analyze, and recommend innovative solutions and initiatives.
- Analyze and synthesize policies and regulations governing matters pertaining to automation, budget and procurement, personnel, continuity of operations preparedness, and judiciary practices and procedures.
- Assist in the development and recommendation of short- and long-term strategic plans for the Circuit.
- Plan and coordinate IT support for oral arguments, the Circuit Judicial Conference, and special events.
- Prepare written memoranda, policies, and manuals, and provide training on new technology (in layman's terms) and refresher training to all court users.
- Coordinate Circuit-wide IT matters and initiatives, and serve as liaison between the Circuit and national IT staff at the Administrative Office.
- Perform other duties as assigned or necessary.

QUALIFICATIONS

Required Qualifications

- Minimum of five years of full-time, progressively responsible IT experience, including at least three years of full-time substantial management responsibility.
- Comprehensive understanding of diverse IT technologies encompassing networking, programming, end-user support, cloud technologies, cybersecurity, and system administration.
- Demonstrated project management expertise involving multiple complex projects with budget constraints and firm deadlines. Ability to effectively oversee staff and manage across departments.
- Excellent written and oral communication skills, interpersonal, and analytical skills are essential.
- Working knowledge of budgets, spending plans, and procurement processes.
- The incumbent must always manifest the highest degree of professionalism, courtesy, and diplomacy; have excellent managerial skills as well as excellent automation and technical skills; ability to interpret and apply complex rules and regulations; and unquestionable integrity.
- Success in developing business solutions for end users.
- Work is performed in an office setting with some overnight travel required within and outside of the Circuit. Duties may require working outside of normal business hours. Physical effort may be involved in moving, connecting, or troubleshooting equipment.

Preferred Qualifications

- Bachelor's Degree in IT, Computer Science, or a related field.
- Experience working in a legal or court environment, particularly in a federal or state court.
- Familiarity with courtroom technology and CM/ECF.
- Advanced knowledge of data networking and security concepts and practices.

HOW TO APPLY

Email the following combined [in a single PDF document](#) to Human Resources at vacancy@ca4.uscourts.gov.

- (1) **Cover Letter** detailing qualifications and experience.
- (2) **Resume** that includes the name, title, and the contact information of three professional references.
- (3) **Judicial Branch Application: [AO78-Application for Employment](#)**.

Please include the title of the position in the subject line of the email, and please note in the cover letter where you saw the announcement. Receipt of applications will be acknowledged.

Interviews will be held in person in Richmond, VA. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

CONDITIONS OF EMPLOYMENT

Must be a citizen of the United States or meet requirements for compensation under current law. Positions with the U.S. Courts are excepted service appointments, meaning they are at will and can be terminated with or without cause by the Court. Employees are subject to *The Judicial Code of Ethics and Conduct*, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of an FBI background investigation, which includes fingerprinting, that is updated every five years. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

* Individual selected may reside outside of the Richmond, VA area but will be expected to work at the Lewis F. Powell, Jr. Courthouse and Annex (office) on a regular basis. Expenses incurred for travel between residence and office are not reimbursable.

Anyone who applied to the previous ACE-IT position does not need to reapply to be considered.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any notice.

The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.